

**OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY**

<b>Opening Date:</b>	June 9, 2014	<b>Closing Date:</b>	June 25, 2014
<b>Job Title:</b>	Internal Auditor I/II	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000512	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Internal Audit Department Annapolis, Maryland	<b>Grade/ Entry Salary Range:</b>	J12 \$43,578 - \$69,962 (Level I) J13 \$46,394 - \$74,272 (Level II)
<b>Financial Disclosure:</b>	Yes		<b>(Depending on Qualifications)</b>

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Auditing the operations and records of the State of Maryland Judiciary. Audits, characterized as performance, economy and efficiency, financial, compliance and/or information systems, are performed for the purposes of verifying compliance with relevant federal and state laws, applicable regulations and standards, and Judiciary policies and procedures and to improve the overall efficiency of Judiciary operations. The Staff Auditor performs audit functions as a member of an audit team. The audits involve travel throughout the state and may require overnight stay. Employees in this position receive close supervision from the Lead Auditor in a team environment, but may be assigned to independent work that affords only general supervision. Attends continuing education programs and events. Therefore, the staff auditor must be willing to work well on a team, and must also be capable of performing quality work with little direction. Perform other duties as assigned.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** **Internal Auditor I** - One year of experience in public or governmental auditing, accounting, financial analysis, information systems or related fields.

**Internal Auditor II** - Two years of experience in public or governmental auditing, accounting, financial analysis, information systems or related fields.

**Preferred:** Bachelor's Degree in accounting, business, or related field.

**Skills/Abilities:** Knowledge of generally accepted accounting principles and practices and of auditing standards. Ability to analyze records, reports, and other business and financial documents, noting details and facts pertinent to the audit assignment. Ability to work independently, as well as with a team. Ability to draw valid conclusions and make recommendations from completed analysis. Ability to use automated data processing information systems, personal computers and software related to auditing. Ability to communicate effectively. Ability to lift up to 25 lbs. Ability to travel throughout the State, occasionally overnight. Valid Maryland Drivers license with good driving record. Ability to perform all essential functions of the position.

**NOTE:** The Internal Auditor I and II are differentiated on the basis of the degree of supervisory control over the employees and the range and scope of internal audits. Candidates should apply for Level I or II based on their experience.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, position and PIN. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not accept faxes and will not be responsible for applications or resumes sent to any other address. A completed application is due at time of interview. The candidate selected for this position will be subject to a background check.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files will not be accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be a United States citizens or eligible to work in the United States.**